

CASS COUNTY SOCIAL SERVICES BOARD MEETING
April 6, 2015

MINUTES

With quorum present, Chair Rasmussen called the meeting to order at 2:07 pm.

Present: Brian Hagen, Ken Pawluk, Chad Peterson, Arland Rasmussen, Mary Scherling, Rick Steen

Absent: Gail Bollinger

Presenter: Chip Ammerman, Director; Jerry Skjonsby, Business Manager

I. Approval of Minutes

Ms. Scherling made a motion to approve the March 2, 2015 Board minutes. Mr. Peterson seconded it. Motion carried.

II. Economic Assistance Work Flow Study

Mr. Ammerman shared three proposals were received to complete a work flow study for Economic Assistance. These include: Deloitte, Maximus, and Eide Bailly. Commissioner Rick Steen removed himself from the discussion regarding the work flow study. An overview of the proposals was distributed for discussion. All three proposals include conducting interviews, designing work flow processes, and monitoring implementation of proposed recommendations. Mr. Pawluk recommended removing Deloitte due to the \$90,000 cost associated with the proposal. All were in favor of this recommendation. Further discussion occurred between Maximus and Eide Bailly. Ms. Scherling inquired whether a space redesign would be part of the work flow study. Mr. Berndt was present and confirmed the space design recommendations would be provided to the architecture firm who is completing the Annex Building space review.

Mr. Ammerman shared the cost of the work flow study would be absorbed in the 2015 budget, with estimated savings in the budget due to roll-up funds and potential support from the state regarding APS. If necessary, additional funds would be used from the Social Welfare Fund.

Mr. Rasmussen, Mr. Ammerman, and Mr. Schock shared their opinion of a recent meeting with Eide Bailly and indicated they were comfortable with a local company providing this service. Mr. Pawluk made a motion to recommend Eide Bailly be awarded the contract for the Economic Assistance Work Flow study in the estimated amount of \$40,560. Mr. Peterson seconded the motion. All were in favor of the recommendation, with Mr. Steen abstaining a vote. Motion carried.

Mr. Ammerman will develop a formal motion for the Commission meeting requesting approval to contract with Eide Bailly. Contracts will be forwarded to Mr. Burdick for review.

III. 2014 Final Budget Review

Mr. Skjonsby reviewed the 2014 final budget which included a description of expenses and revenues. The 2014 budget was \$14,132,517 with actual expenses of \$14,030,665. The 2014 budget included spending down the Social Welfare Fund by \$171,372; actual funds used from the SWF were \$74,965. The unaudited balance of the Social Welfare Fund is \$2,065,855 as of

12/31/14. Mr. Montplaisir shared the balance of the Social Welfare Fund ideally should remain about 10% of the overall budget of the agency and currently it is at approximately 14%

Mr. Ammerman thanked Mr. Skjonsby for his 25 years of service to the agency. He will be retiring on May 1, 2015. Board members also shared their appreciation.

IV. 2015 Work Plan Quarterly Review

A review was provided by Mr. Ammerman of the 2015 Work Plan. He shared an Economic Assistance Planning Team has been developed to review suggestions for efficiencies and streamlining of job functions. This team will be the main group providing input for the Work Flow study.

There has been a reduction in the placement of children in foster care, which is a direct impact from the strategies being implemented by the Family Services Division. Planning will continue in the Adult Services Division due to a number of retirements in 2015. Agency-wide training has been a priority for 2015 and includes training such as communication styles and group facilitation. Another area of focus will be on onboarding and orientation.

V. Legislative Updates

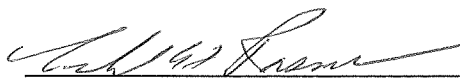
Mr. Ammerman updated the board on the SB2206 bill which includes proposed funding for Social Services. Various proposals have been discussed, including a 3% inflation increase in program support and a COLA for state employees. SB2012 bill includes funding in the DHS budget to support Adult Protection Services. This has been revised to include only funding for Region V, with review of the system in place, to determine the effectiveness of implementing Region V's process statewide.

VI. Operating Report

The Operating Report was previously distributed, no additional comments or questions. Ms. Podoll reminded the Board that April is National Prevent Child Abuse month.

VII. Adjournment

Mr. Steen made a motion to adjourn the meeting at 3:00 pm. Mr. Peterson second it. Motion carried.



Arland Rasmussen, Chair
Cass County Social Services Board



Melissa Kain Varno, Recorder